

Fargo Public Library Board of Directors  
Agenda for Tuesday April 18, 2023  
4:00p.m.  
Fargo City Commission Chambers  
225 4<sup>th</sup> St North  
Fargo, ND 58102

- |  |               |
|--|---------------|
| 1. Approve Order of the Agenda         | <b>Action</b> |
| 2. Minutes of the January 17 Meeting   | <b>Action</b> |
| 3. Public Comment                      |               |
| 4. Staff Report- Megan Lass            |               |
| 5. Director's Report                   |               |
| 6. Unfinished Business                 |               |
| A. None                                |               |
| 7. New Business                        |               |
| A. 2024 Library Budget Requests        | <b>Action</b> |
| B. Reference Policy Review             | <b>Action</b> |
| C. Circulation Policy Draft            | <b>Action</b> |
| D. Collection Development Policy Draft | <b>Action</b> |
| E. Library Programming Policy Draft    | <b>Action</b> |
| F. Legislative Update                  |               |
| G. 2022 Impact Report                  |               |
| 8. Statistical Reports                 |               |
| A. March Usage                         |               |
| B. March Financials                    |               |
| 9. Friends of the Library Report       |               |
| 10. Next Regular Meeting: May 16       |               |
| 11. Adjourn                            |               |

**Fargo Public Library Board  
Minutes for Tuesday, January 17, 2023  
Fargo City Commission Chambers and Virtual  
225 4th Street North, Fargo, ND 58102**

**Board Members Present:** Carlos Hawley, Amy Ouren, Wanda Mengelkoch, Kristen Schipper, Hannah James (virtual)

**Board Members Absent:** Carrie Peterson, Jenna Reno

**Staff:** Tim Dirks, Megan Lass, Cindy Haff

**Others Present:**

Board President Carlos Hawley called the meeting to order at 4:00 p.m. and a quorum was declared.

**Order of the Agenda Approved**

Director Tim Dirks noted one change in the Agenda: The February meeting will be moved to Friday, Feb 24 due to the Fargo City Commission meeting which is re-scheduled to Tuesday, Feb 21 in lieu of the President's Day Holiday. Kristen Schipper made a motion to approve the amended Order of Agenda. Wanda Mengelkoch seconded the motion; all the members voted aye and the motion carried.

**Minutes of the November 15 Regular Meeting Approved**

Kristen Schipper made a motion to approve the minutes of the Dec 20 meeting. Second by Wanda Mengelkoch; all the members voted aye and the motion carried.

**Public Comment**

There was no public comment

**Staff Report**

Megan Lass presented highlights of staff updates and events including:

- Children
  - Intro to Engineering for Kids, Feb 4 (Northport) in collaboration with NDSU's Society of Women Engineers. No registration required
  - Animal Adaptations, Feb 17 (Main), in collaboration with Director of Cass County Soil Conservation. No registration required
- Teens
  - Card Making, Feb 11 (Main) No registration required
  - Escape the Library! Feb 17 (Carlson), Registration opens Jan 30
  - Faux Stained Glass, Feb 21 (Main) Registration opens Feb 7
- Adults
  - Yin Yoga, Tuesdays @ Noon (Carlson)
  - Cross Stitch – Registration required
    - Jan 28 (Northport)
    - Jan 21 (Carlson)
  - Diamond Painting Bookmark – Registration required
    - Feb 7 (Northport)

- Feb 11 (Calrson)
- Multigenerational
  - Winter Reading Challenge through Feb 26 “All the Feels”
  - Northern Narratives – 7<sup>th</sup> Annual – open to 13 years and above
    - Submissions starting Feb 1
      - Fiction
      - Non Fiction
      - Poetry

### **Director’s Report**

Director Tim Dirks summarized the written report in the Board Packet. He highlighted his meeting with Facilities Management and Stone Group Architects for shades. He stated the 2<sup>nd</sup> floor shades are currently not working. An RFP will be pursued.

### **Unfinished business**

No unfinished business was discussed.

### **New Business**

#### ***Electronics Communications Policy***

No specific changes were presented. This was a policy that that has not been reviewed in recent years.

Amy Ouren made a motion to accept the proposal as presented. Kristen Schipper seconded the motion. All the members voted aye and the proposal was accepted.

#### ***Gifts to the Library Policy***

No specific changes were presented. This was a policy that that has not been reviewed in recent years.

Wanda Mengelkoch made a motion to accept the proposal as presented. Kristen Schipper seconded the motion. All the members voted aye and the proposal was accepted.

#### ***Media Relations Policy***

No specific changes were presented. This was a policy that that has not been reviewed in recent years.

Amy Ouren made a motion to accept the proposal as presented. Wanda Mengelkoch seconded the motion. All the members voted aye and the proposal was accepted.

### ***Library Board Testimony in opposition to Sentate Bill 2123 & House Bill 1205***

Currently there are two bills that, if approved, would censor library collections in the state of North Dakota. Library Director Tim Dirks presented language to use in testimony in opposition of these two bills. HB 1205’s testimony was submitted on Saturday in advance of this morning’s hearing with the Judiciary Committee. Director Tim Dirks explained both those in opposition and those in support were each given 30 minutes in which to supply verbal testimony. Director Tim Dirks will keep all board members apprised of any decisions or developments in this matter.

Kristen Schipper made a motion to accept the proposal. Hannah James seconded the motion. All the members voted aye and the proposal was accepted.

### **Statistical Reports**

#### **December Usage**

Director Tim Dirks noted the library had an increase of 25% in attendance in 2022. Programming and Web page hits remained virtually unchanged, while internet signups increased by 36% and volunteerism greatly increased (95%) last year. Overall, Circulation increased by over 7%

#### **December Financials**

Director Tim Dirks recognized the gifts from the Artis Haaland, MBN Engineering and Laura Ennis. He also extended his thanks to the Friends of the Fargo Public Library for contributions which went toward various programs, Children's Reading and Staff Development. Director Tim Dirks explained the budget report numbers do not accurately show all 2022 expenditures as there were still end of year expenditures not yet accounted for. Closing balance will be closer to \$30K. 2022 Revenue was over \$28K, which was \$18K more than anticipated.

### **Friends of the Library Report**

No report this month

Next Regular Meeting Friday, Feb 24 at 4pm in the Fargo City Commission Chambers.

The meeting adjourned at 4:24 p.m.

Respectfully submitted,  
Cindy Haff

## **Staff Report**

### **April 2023 Library Board Meeting**

#### **Community Engagement:**

- **Party for the Planet at Red River Zoo, April 22, 11:00am – 4:00pm.**
- **World Book Night at Broadway Square, April 23, 2:00-4:00pm**
- **National Library Week at NDSU, April 24, 1:00pm-3:00pm.**
- **Business After Hours April 27, April 27, 4:00-6:00pm.**

#### **Programming:**

***Upcoming Featured Events & Programs (for a full list of all upcoming activities, visit [FargoLibrary.org](http://FargoLibrary.org)):***

#### ***Children***

- **Little Squirt Earth Science.** Preschoolers ages 3-5 are invited to explore the Earth at our next sessions of Little Squirt Science. We'll dig into fun activities and experiments on our journey, just in time for Earth Day!
  - **April 22, 10:00am – Carlson Library**
  - **April 25, 10:00am – Main Library**
- **Preparing for Pollinators, April 29, 10:00am – Carlson Library.** Samuel Devick, a North Dakota 4-H Pollinator Habitat Ambassador, will teach us how to make seed balls that can turn any patch of soil into a beautiful pollinator habitat. Seed balls are mixtures of soil, clay, and seeds that sprout easily and are low maintenance.
- **Little Mermaid Mother's Day Pre-Party, May 13, 10:00am – Main Library.** Get ready for the new Little Mermaid movie release with a Little Mermaid party! There will be themed snacks and crafts for kids to work on with their favorite adult, while the 1989 Disney film plays in the background. This event is geared towards kids ages 3 and up. Registration is required.

#### ***Tweens/Teens***

- **Enola Holmes and the Case of the Bizarre Books, April 22, 1:00pm – Main Library.** Whether you're a fan of the movies, the books, or both – come and show off your detective skills and solve the mystery! This event is open to ages 10-18. Registration is required.
- **Star Wars Day Celebration, May 4, 4:30pm – Main Library.** Make your own lightsaber, play Star Wars trivia, and more! All supplies will be provided – registration required.
- **Crafts 2 Go: Clay Diffuser Pendant, May 8.** Pick up a kit to make a clay diffuser pendant for yourself or to give as a gift. Open to teens and tweens 11-18. Registration is required. Pickup is available May 8-May 13 at all locations.

#### ***Adults***

- **Pinecone Flowers.** Come learn how to make flowers out of pinecones for a bouquet that will bring a splash of color to your spring. All materials will be provided. Registration is required.
  - **April 29, 10:00am – Northport Library.**
  - **May 2, 6:00pm – Carlson Library.**

- **Spring Plant Swap, May 15, 6:00pm – Carlson Library.** Join us at the Library Learning Garden at the Dr. James Carlson Library for a library-hosted plant swap. This community-minded event is an opportunity to share your love of plants for the home or garden with others. Participants are asked to bring in plants to trade; these could be leftover garden plants, seed packets, divided perennials, or propagates plants. If you don't have anything to bring, that's ok. Everyone will go home with something new. From novice gardeners go experienced green thumbs, all are welcome!
- **Author Visit with Christopher Vondracek, May 15, 6:30pm – Main Library.** Christopher Vondracek is the author of *Dancing with Welk: Music, Memory, and Prairie Troubadors*. Lawrence Welk was a young accordionist and bandleader from Strasburg, ND who struck stardom in the midcentury, catapulting from the middle of nowhere to national fame through his unique music style and long-running television Show. *Dancing with Welk* tracks Vondracek and his band The Brickhouse Boys' attempts to follow in Welk's footsteps some fifty years later, reaching beyond the horizons of Vermillion, SD toward the spotlight. Vondracek's book blends memoir, travelogue, and cultural history to create a nuanced and often hilarious ode to the landscapes and musical traditions of the Northern Great Plains., =Books will be available for purchase with a book signing to follow the talk.
- **Book Clubs**
  - **Sense of Place, May 4 – *Burnt Sugar* by Avni Doshi**
  - **Tea Time Book Club, May 8 – *Inheritance* by Dani Shapiro**
  - **Diverse Perspectives, May 11 – *Year of the Tiger* by Alice Wong**

#### *Multigenerational*

- **Northern Focus Photography Project, April 3 – May 31, 2023.** The library is hosting the 4th annual Northern Focus photography project. We are asking up-and-coming, recreational photographers from the region to send us their best work to grace our downtown location in a photo exhibit. And one lucky artist will get their photograph on the front cover of Northern Narratives 2023! Submissions will be accepted April 3 through May 31. The program is open to adults and teens 13 years or older.
- **Family Trivia Night, April 28, 6:00pm – Main Library.** Each month we'll feature a different theme and see who knows the most! Family trivia night is open to individuals, families, or teams of all ages. Patrons are invited to pre-register at the beginning of the current month. April's theme is: Mammals, Reptiles, and Birds.
- **Afternoon Concert featuring The Cropdusters, May 6, 2:00pm – Main Library.** Check out the varied musical stylings of The Cropdusters, a rotating cast of local musicians performing duo and trio sets, and then browse a variety of books at the Friends of the Library Spring Sale. Free music and good deals on books make for a great Saturday afternoon! All ages are welcome.
- **Free Friday Movies at Carlson, May 12, 1:00pm – Carlson Library.** Join us for free movies and popcorn on the 2<sup>nd</sup> Friday of the month at the Carlson Library! Movies start at 1:00pm and children aged 9 or younger must be accompanied by an adult. The featured movie for May is *Fall*, rated PG-13

## **FPL DIRECTOR'S REPORT**

April 18, 2023

### **Director's Activities:**

3.24.2023 Attended City of Fargo Legislative Coordination Meeting  
3.27.2023 Attended City Cabinet Meeting  
4.3.2023 Met with Commission Liaison Arlette Preston  
4.13.2023 – 4.17.2023 Vacation

### **Goal 1 Professional & Organizational:**

3.22.2023 Provided Office Hours  
3.24.2023 Attended All Staff Meeting  
3.28.2023 Moderated Library Dept. Heads Meeting  
3.29.2023 Provided Office Hours  
4.4.2023 Moderated Library Dept. Heads Meeting  
4.11.2023 Moderated Library Dept. Heads Meeting  
4.18.2023 Moderated Library Dept. Heads Meeting

### **Goal 4 Partnering:**

3.22.2023 Attended Red River Zoo Executive Committee Meeting  
3.28.2023 Attended Red River Zoo Board Meeting  
4.4.2023 Attended Friends Board Meeting

### **Goal 5 Technology & Infrastructure:**

3.27.2023 Attended City Finance Committee Meeting  
4.6.2023 Attended Main Library Shade Replacement Project Meeting

**Fargo Public Library Board  
Action Item Summary Sheet**

**What:**

The 2024 Library budget requests.

**Explanation:**

The 2024 library budget requests are in three major parts staffing, capital and operating budget. The two positions that are being requested were identified as part of a staffing analysis done in conjunction with Human Resources. The capital budget request for the reconfiguration of the vacant coffee space was identified as part of the facilities master planning process. The increases to the operating budget were identified by the activity from previous fiscal years and anticipated activity.

**Director recommendation:**

Review and approve the 2024 Library budget requests.

**Board Discussion:**

**Approve as recommended** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Approve with changes** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Vote**

In Favor: \_\_\_\_\_

Opposed: \_\_\_\_\_

**Approved/Denied/Tabled/Postponed**



# Fargo Public Library 2024 Budget

## **I. Background**

The staffing and capital requests in the library's 2024 budget have been identified through the staffing analysis done by Human Resources and the Facilities Master Plan developed in conjunction with JLG Architects. The increases in the operating budget lines are based on projected cost increases.

## **II. Staffing Request for 2024:**

The two positions being requested were identified as part of a staffing analysis done by the library's admin team and City of Fargo Human Resources. The two positions below were previously requested for fiscal year 2023 as part of the four FTEs identified as needed by the staffing analysis. It is essential that the library be at adequate staffing levels to provide coverage for public service points and maintain the level of programming expected by the community.

### **Children's Librarian (Librarian I) (Grade 11 Step 3)**

The addition of this position will greatly assist the Children's Department to staff the multiple service points and provide programming to the community. Estimated annual cost of salary and benefits based on 2023 rates is **\$82,999.00.**

### **Reference Associate (LAIII) (Grade 9 Step 3)**

The Reference Associate position will staff the Reference service points at Main and the Dr. James Carlson Library for the many day, evening weekday and weekend shifts. The estimated annual cost of salary and benefits based on 2023 rates is **\$71,105.00.**

## **III. Capital Outlay 2024:**

### ***101-8550-510-77-16 Library Capital***

#### **Repurpose Main Coffee Space:**

The Facilities Master Plan identified the need to repurpose the vacant coffee space into a gender-neutral restroom, nursing space and a laundry unit. The coffee space has been vacant since last September and attempts to identify a tenant have been unsuccessful. The identified repurposing would provide services to library patrons that we do not currently provide and that have been requested by library patrons. We are currently identifying the cost in conjunction with the consultants.

#### IV. Operating 2024

##### General Operating Line Item Amount Adjustments for Library Division 7010

2024

Line # 101-7010-463	2023 Original Budget	Proposed Increase/Decrease	Amount	Reason
4350 Maintenance Service Contracts	\$ 47,200.00	\$ 2,360.00	\$ 49,560.00	Increase Based on Increased Costs
5210 Property Insurance	\$ 9,010.00	\$ 6,000.00	\$ 15,010.00	Increase Based on Increased Costs
5230 General Liability	\$ 9,225.00	\$ 3,000.00	\$ 12,225.00	Increase Based on Increased Costs
5360 Other Communications	\$ 2,100.00	\$ 500.00	\$ 2,600.00	Increase Based on Increased Costs
5362 Minitex/OCLC	\$ 19,400.00	\$ 1,200.00	\$ 20,600.00	Increase Based on Increased Contract Costs
5760 Out of State Travel	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	Budget line restored to 2019 levels
5921 Seminar & Conf Out of State	\$ 2,500.00	\$ 500.00	\$ 3,000.00	Increase Based on Increased Costs
6150 Postage	\$ 10,000.00	\$ 1,000.00	\$ 11,000.00	Increase Based on Increased Costs
6170 Books & Periodicals	\$ 580,054.00	\$ 45,000.00	\$ 625,054.00	Increase Based on Demand for Popular Formats
7010 Increase:	\$	\$ 64,560.00		

##### General Operating Line Item Amount Adjustments for Library Division 7012

Line # 101-7012-463	2023 Original Budget	Proposed Increase/Decrease	2024 Amount	Reason
5210 Property Insurance	\$ 2,705.00	\$ 2,000.00	\$ 4,705.00	Increase Based on Increased Costs
6110 Office Supplies	\$ 7,000.00	\$ 1,000.00	\$ 8,000.00	Increase Based on Increased Costs
6150 Postage	\$ 2,300.00	\$ 2,000.00	\$ 4,300.00	Increase Based on Increased Costs
6170 Books & Periodicals	\$ 136,200.00	\$ 4,500.00	\$ 140,700.00	Increase Based on Demand for Popular Formats
7012 Increase:	\$	\$ 9,500.00		

##### General Operating Line Item Amount Adjustments for Library Division 7016

Line # 101-7016-463	2023 Original Budget	Proposed Increase/Decrease	2024 Amount	Reason
6170 Books & Periodicals	\$ 58,200.00	\$ 2,500.00	\$ 60,700.00	Increase Based on Demand for Popular Formats
7016 Increase:	\$	\$ 2,500.00		
Aggregate Net:	\$	\$ 76,560.00		

#### V. Revenues 2024

##### 101-0000-351-2001 Library Fines/Fees

Based on expected activity, it is posited at \$25,000.00

##### 101-0000-335-7000 State Library Aid

Based on communication from the State Library, it is estimated at \$32,000.00

##### 101-0000-361-6108 Library Misc. Revenue

Based on the last 12 months of activity, it is posited at \$7,000.00

#### VI. Attachments

None

**Fargo Public Library Board  
Action Item Summary Sheet**

**What:**

Review the Reference Policy

**Explanation:**

A number of Board Policies haven't been reviewed for three plus years and need to be reviewed. The policy to be reviewed is the Reference Policy. No specific changes have been identified in regards to this policy.

**Director recommendation:**

Review and approve the Reference Policy as presented.

**Board Discussion:**

**Approve as recommended** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Approve with changes** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Vote**

In Favor: \_\_\_\_\_

Opposed: \_\_\_\_\_

**Approved/Denied/Tabled/Postponed**

## *Service Policy* **Reference**

The Fargo Public Library provides reference services to customers in the library, over the telephone, by mail, and via e-mail through the library's website. Reference staff is available for assistance at the Main Library and Dr. James Carlson Library. The library staff strives to answer all requests for information in a timely, efficient, and accurate manner; however, customers who are being served or waiting in person will take precedence over other requests. There is a voice mail system for telephone requests that library staff answers as soon as time permits. E-mail and mail requests are also answered within a reasonable amount of time. Reference services may be limited at the library's branches; customers will be redirected to the reference department at the Main Library when appropriate.

**Reference Requests Received by Mail, Email, Letter or Phone:** The reference librarian receiving the request will determine its complexity. If the response will take more than 30 minutes of staff time, the customer will be referred to other sources, such as his/her state library, interlibrary loan, national lending programs, etc. Print material such as Forum articles will be scanned and sent by email. Every effort will be made to fulfill requests within 24 hours.

**Non-circulating Materials:** Certain materials in the library collection are not available for checkout because of their intrinsic value, the difficulty of replacing them, or their frequent use. These include materials classified as Reference (adult or youth), North Dakota Collection, newspapers, and current periodicals.

**Microform Reader/Printers:** Patrons may use the microform equipment as long as they need to unless other users are waiting. If so, there is a limit of 30 minutes. Patrons may bring their own microforms and use library equipment. The printing charge is ten cents per copy.

**Discarded Materials:** In order to be fair and equitable to all patrons and maintain fire safety, discarded materials will not be saved for patrons.

*#0014-2001*

*Approved 01-15-2002*

*Revised 04-26-2005*

*Revised 06-17-2014*

*Reviewed 06-19-2018*

*Revised 11-19-2019*

**Fargo Public Library Board  
Action Item Summary Sheet**

**What:**

Approve the updated draft of the Circulation Policy

**Explanation:**

The Circulation Policy has been updated to enhance workflows and reflect current collection changes.

**Director recommendation:**

Approve the updated draft of the Circulation Policy.

**Board Discussion:**

**Approve as recommended** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Approve with changes** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Vote**

In Favor: \_\_\_\_\_

Opposed: \_\_\_\_\_

**Approved/Denied/Tabled/Postponed**

## Service Policy Circulation

### Circulation Policy

The goal of the Fargo Public Library is to have citizens use the collection as much as they need and want. In support of this goal, the Fargo Public Library does not charge late fees on overdue materials. To facilitate equitable access to circulating materials for all library users, the Fargo Public Library does have specific loan periods for items in its collection.

#### Borrower Agreement:

In return for the privilege of borrowing materials from the Fargo Public Library, card holders agree to:

- To present their card or acceptable picture identification per the registration policy when borrowing materials.
- To be responsible for all materials borrowed on their card and to reimburse the library for lost or damaged materials.
- To return library materials on time.
- To recognize that the library retains the right to suspend borrowing privileges.
- To notify the library promptly of a change in name, address, or telephone number, or the loss of their library card.
- To recognize that the library will refer accounts of fees and charges due over ~~\$125.00~~ \$500 to a collection agency.

#### Loan Periods:

- **Books:**  
3 weeks, 2 renewals. New, in-demand, or seasonal books may have a special 1-week circulation period and/or no renewals.
- **Periodicals:**  
3 weeks, 2 renewals. Current issues of adult and teen magazines, issues and periodicals from closed stacks, do not circulate.
- **Audiobooks, Readalongs, CDs, Video Games, Equipment Kits, and Children's Kits:**  
3 weeks, 2 renewals
- **DVDs and Blu-rays:**  
1 week, 2 renewals
- **State Park Pass:**  
1 week, 2 renewals
- ~~Metro Arts Pass:~~  
~~3 weeks, no renewal~~
- **Interlibrary Loans:**  
4 weeks, no renewal
- **Book Club in a Bag Kits:**  
6 weeks, no renewal
- **Day Use Items:**  
1 day, no renewal, no holds

Renewable items may be renewed in person, by telephone, or online for up to 2 additional loan periods if there are no holds. The renewal period begins the day the renewal transaction is entered.

**Limits:**

A library user may have up to 50 items checked out at any time.

Within the entire Fargo Public Library collection, there may be specific limits on the number of checkouts by type of item or sub-collection due to high demand, item cost, size of sub-collection, limitations specified by participating partners, or other factors.

**Electronic Content:**

The Fargo Public Library makes available digital resources for circulation that may include other guidelines. In cases where the Library participates in a shared collection as part of a consortium, circulation may be limited by consortial agreements. In other cases, limitations by the vendor may change circulation limits or periods. Some resources, such as e-materials or online resources, are provided by vendors with whom the library contracts. In these cases, users are also subject to any legal terms regarding acceptable usage of resources. If a user wishes to use online resources, the library may share user data, including but not limited to name, email, and library barcode number, with the vendor providing the service in order to facilitate this use. Users also agree to be bound by the vendor's terms of use and privacy policy.

Hoopla Digital access is limited to Fargo residents and Fargo property owners only due to Hoopla's fee-per-use model.

**Fees and charges:**

The Fargo Public Library does not charge late fees for overdue items. Items which are lost or damaged will be assessed fees per policy. Borrowers who have more than ~~\$15.00~~ \$30.00 in outstanding fees on their account may not check out materials. Borrowing may resume when fees are reduced below the ~~\$15.00~~ \$30.00 maximum by return of the item(s) or by payment of fees.

**Damaged items:**

Materials returned with damage judged to be above normal wear and tear will be assessed damage fees. Materials that can no longer be circulated will be removed from the collection and assessed the full replacement cost. Missing or damaged items from multi-part sets or kits will be assessed on a case-by-case basis.

**Billing:**

The replacement cost of an item is billed to the borrower when it is 30 days overdue. This cost will be removed from the borrower's account when the item is returned.

The library will not accept replacement item(s) in lieu of payment of lost item fees or damage fees.

The names of delinquent borrowers who have over ~~\$125.00~~ \$500 in fees may be referred to a collection agency. Delinquent borrowers are ~~may be~~ responsible for any

fees charged by collection agencies ~~or small claims court in addition to fees and payment for lost items.~~

The Fargo Public Library will provide a refund for a lost item if the item is returned in good condition within 1 year of payment.

*#005-2001*

*Approved 01-15-2002*

*Revised 09-20-2005*

*Revised 08-19-2008*

*Revised 05-18-2010*

*Revised 06-21-2011*

*Revised 03-20-2012*

*Revised 06-19-2012*

*Revised 04-16-2013*

*Revised 01-10-2016*

*Revised 11-21-2017*

*Revised 06-19-2018*

*Revised 10-16-2018*

*Revised 08-18-2020*

*Revised 09-15-2020*



**Fargo Public Library Board  
Action Item Summary Sheet**

**What:**

Approve the updated draft of the Collection Development Policy

**Explanation:**

The Collection Development Policy has been updated to reflect current collection changes and remove outdated items.

**Director recommendation:**

Approve the updated draft of the Collection Development Policy.

**Board Discussion:**

**Approve as recommended** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Approve with changes** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Vote**

In Favor: \_\_\_\_\_

Opposed: \_\_\_\_\_

**Approved/Denied/Tabled/Postponed**

## Service Policy Collection Development

Style Definition: TOC 1: Tab stops: 5.99", Right,Leader;

Style Definition: TOC 2: Tab stops: 5.99", Right,Leader;

### Table of Contents:

I. Introduction .....	333
Mission Statement .....	333
Vision Statement .....	333
Purpose of the Policy .....	333
Community Served .....	333
Community Assessment .....	333
II. Responsibility for Selection .....	444
III. General Selection Criteria and Tools .....	444
Statement Regarding New Collections .....	444
General Selection Criteria .....	444
General Selection Tools .....	544
IV. General Deselection Criteria .....	555
Criteria For Materials Deselection .....	555
Special Collections Deselection .....	655
V. Adult Collection Overview .....	666
Large Print .....	666
World Language Collection .....	666
Adult Literacy .....	777
Book Club in a Bag .....	777
VI. Adult Special Collections .....	777
Reference .....	777
North Dakota Collection .....	777
VII. Periodical Collection .....	877

VIII. Teen Fiction Collection.....	<del>888</del>
IX. Electronic Resources.....	<del>988</del>
Electronic Resources and Databases.....	<del>999</del>
E-Books and Similar formats.....	<del>1099</del>
X. Media Collection.....	<del>1099</del>
<del>Video Games.....</del>	<del>1099</del> <b>Video Games</b>
.....	9
XI. Children's Services Collection Overview.....	<del>101010</del>
Children's Fiction.....	<del>111010</del>
Children's Nonfiction.....	<del>111010</del>
Easy Readers.....	<del>111010</del>
First Chapter Books.....	<del>111111</del>
Picture Books.....	<del>111111</del>
Board Books.....	<del>121111</del>
XII. Children's Special Collections.....	<del>121111</del>
Children's Reference Collection.....	<del>121111</del>
Parent/Teacher Resource Collection.....	<del>121111</del>
Children's World Language Collection.....	<del>121212</del>
XIII. Children's Periodicals.....	<del>131212</del>
XIV. Children's Online and Electronic Resource Collections.....	<del>131212</del>
XV. Children's Services Media Collections.....	<del>131313</del>
Children's Videos.....	<del>131313</del>
Children's Music.....	<del>141313</del>
Read-Along Kits.....	<del>141313</del>
Children's Audiobooks.....	<del>141313</del>
XVI. Children's Kits.....	<del>141313</del> 13
Story on the Go Kits.....	<del>141313</del> 3
Topic Totes for Tots Kits.....	<del>141313</del> 3
Ready to Go Readers Kits.....	<del>141414</del>

<b>Book Club in a Bag Kits</b> .....	Error! Bookmark not defined.
<b>defined:</b>	14

Formatted: Check spelling and grammar

Formatted: Normal

<b>XVII. Gifts and Donations</b> .....	151414
--	--------

<b>XVIII. References</b> .....	161415
--------------------------------	--------

Formatted: TOC 1

## **I. Introduction**

### **Mission Statement**

The Fargo Public Library provides effective and efficient library services to meet our patrons' personal, professional, and lifelong learning needs.

### **Vision Statement**

The Fargo Public Library will be a model of excellence in library services and the primary place in the community for people of all ages to fulfill their informational, recreational, and lifelong learning needs.

### **Purpose of the Policy**

The purpose of the Collection Development Policy is to serve as an official statement of the Fargo Public Library's commitment to meeting the informational and recreational needs of the community served, as well as to provide guidance to the staff of the library for meeting these needs.

### **Community Served**

The City of Fargo is a medium sized city on a path of growth and change. This community, served by the Fargo Public Library, is becoming increasingly diverse, and the library will need to recognize this ethnic diversity and the way it will affect collection development practices. The library also serves residents of adjacent communities either through reciprocal borrowing agreements or paid registration. The library's selection process, therefore, should be flexible and responsive in meeting the informational and recreational needs of the general public while also recognizing the needs of special population groups in the changing Fargo community.

### **Community Assessment**

In addition to general community awareness, the library will continually use various assessment tools including surveys, customer registration data, customer requests, and information from other community groups, to best determine how

to meet the information and recreational needs of the community. The library is committed to a flexible, evolving, and ongoing assessment process.

## **II. Responsibility for Selection**

Under the terms of the North Dakota Century Code 40-38-04 and the bylaws of the Board of Directors of the Fargo Public Library, the Board is ultimately responsible for all library expenditures, approving selection policy, and setting the goals and objectives for the library and its collections. The Library Director has the responsibility of oversight and approval of all library expenditures, and thus the responsibility for selection is the Director's. The Director may choose to delegate the actual selection and deselection of materials to qualified library employees.

## **III. General Selection Criteria and Tools**

### **Statement Regarding New Collections**

The Fargo Public Library continues to investigate new formats and technologies for inclusion in the library's collections. New formats and technologies will be added to the collection based on popularity and the identification of budgetary resources.

### **General Selection Criteria**

The general criteria listed below apply to the selection of all materials for the Fargo Public Library. Collection-specific criteria may be mentioned in their respective collection development profiles. Not all titles selected will meet all the criteria listed, but will fall into at least one of these categories:

- Public demand and interest
- Timeliness of information and/or significance of the subject
- Evaluations in professionally recognized critical review sources
- Special local interest or community relevance
- Authority and competence of the author and/or reputation and standing of the publisher
- Effective expression
- Contribution to diversity or breadth of collection
- Effectiveness and suitability of format, durability, and ease of use
- Replacement of lost copies and/or updating to current information
- Availability of information elsewhere
- Impact on materials budget

- Support of Library's mission and roles

### **General Selection Tools**

The Fargo Public Library uses the following resources when making selection decisions: Professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles from professional sources, popular and news magazines, related web sites such as Amazon.com and sales representatives for specific materials. Purchase suggestions from customers are also an important source, and customer suggestions are added to the collection as long as they meet the stated selection criteria.

### **IV. General Deselection Criteria**

Deselection, the systematic removal of materials from the collection, is an important component of total collection development. Ongoing reevaluation of materials is necessary in order to maintain a current, accurate and inviting collection. Deselection improves the accessibility of the remaining materials, enhances the appearance of the collection, and helps improve the overall circulation and turnover rates of materials.

Discarded materials become surplus property and may be sold by the Friends of the Library for fund raising purposes or discarded at the Library's discretion.

The process and decision to deselect an item takes into account the same criteria used when the item was first selected for inclusion in the collection. Additionally, the following criteria should apply when evaluating the collection:

### **Criteria For Materials Deselection**

#### **Usage/Age:**

- Frequency of circulation and/or potential use
- In-house use
- Interlibrary loan circulations
- Outdated or inaccurate information

#### **Value/Quality:**

- Subject matter no longer of current interest or historical or literary significance
- Historical importance: community or regional interest
- Availability of other materials in the field
- Physical appearance/condition relative to other factors of importance
- Multiple copies of title no longer in demand

#### **Deterioration:**

- Worn, damaged

- Aged

### **Special Collections Deselection**

Deselection of items from Special Collections, while occurring within the general guidelines outlined above, also adheres to more stringent, specific criteria and procedures.

#### **Criteria**

- **Relevance to Collection Development Policy.** Except for considerations involving redundancy and physical condition as described below, titles will be considered for deselection only if they are no longer relevant to current or anticipated needs and are not within the scope of the Collection Development Policy for Special Collections.
- **Redundancy.** Copies or editions of titles in Special Collections that duplicate existing holdings may be considered for deselection.
- **Physical Condition.** Materials may be deselected from Special Collections because of their physical condition. Great care will be exercised in assessing the physical condition of a title before any such deselection decision is made. Appropriate efforts will be made to preserve valuable titles.

### **V. Adult Collection Overview**

The Fargo Public Library Adult Collection primarily serves the recreational and informational needs of all people in Fargo. The collection consists of fiction, genre fiction, and nonfiction works. Materials for the Adult Collection are selected and maintained using the General Selection Criteria, unless otherwise noted. In accordance with the Access to Materials Policy, the library does not deny or abridge use of materials because of an individual's national origin, age, background, or views. Parents or guardians are responsible for materials chosen by children.

#### **Large Print**

The Large Print collection is primarily a duplication of titles already in the library in standard type. The collection consists of literature classics, popular best sellers, genre fiction, and nonfiction. Large print books are seldom reprinted, so an emphasis is placed on purchasing the most desirable titles soon after publication. Staying current with series, popular works, and titles that will appeal to an older audience is important when selecting for this collection.

#### **World Language Collection**



The Library currently maintains a ~~limited~~growing collection of world language titles in such languages as Arabic, Chinese, French, German, Hindi, Mandarin, Nepali, Somali, and Spanish. The primary intent of this collection is to meet the informational, recreational and lifelong learning needs of the greater Fargo community. The staff member(s) assigned responsibility for world language materials works closely with local ethnic organizations, community associations and other area libraries in order to keep the collection up to date and to provide quality service. Languages may be added to or dropped from the collection as community needs dictate.

#### **Adult Literacy**

~~The Adult Literacy collection consists of materials for basic adult education, with an emphasis on reading and writing English. Materials within the collection use simple language, but are thematically intended for adults. Where possible, media components are incorporated into the collection. Selection of new materials is limited based on the scarcity of adult education materials.~~

#### **Book Club in a Bag Kits**

~~Each Book Club in a Bag kit contains 10 chapter multiple books and a set of questions that can be used in classrooms by, book clubs, or for other activities. The age-appropriateness of each kit varies, but in general, Book Club in a Bag kits are designed for children in grades first through sixth grade.~~

### **VI. Adult Special Collections**

#### **Reference**

The library maintains a Reference collection that is primarily used to answer reference questions and to serve the informational needs of our patrons. Reference materials remain in the library to be readily available to all library users. The reference collection contains standard works in areas of general reference, medical information, automotive, business, and local and regional history. Included are indexes, encyclopedias, state legal codes, biographical resources, dictionaries, almanacs, directories, and current and historic atlases. In most cases, older editions of works are removed from the collection in favor of more recent up-to-date editions.

#### **North Dakota Collection**

The North Dakota collection is a valuable source of local history for residents and non-residents of the state. The Fargo Public Library collects books pertaining to the history, economic, social and cultural life of the state of North Dakota. The main content of material contained in this collection must be focused on North Dakota. Materials that are county and city histories are a focus, particularly those which cover the eastern part of the state. Materials which deal with the region are also obtained. This includes eastern Minnesota, South Dakota and Manitoba. Works of North Dakota authors who



reside in the state are also purchased. Fargo high school yearbooks are included in the collection as well. Of particular note is an archive of Fargo City Directories, which date back to the 1800s and are generally used for genealogical research.

Because of the special nature of this collection, preservation of many of the materials housed in the collection is necessary. An attempt is made to keep historical runs of directories, as opposed to the most recent edition. Deselection is conducted on a very limited and carefully planned basis, in most cases targeting duplicate materials.

Formatted: Font: Not Bold

## VII. Periodical Collection

The Fargo Public Library first and foremost purchases and retains periodicals that satisfy the research needs, informational needs, and educational needs for the citizens of Fargo. In addition to these needs, the Fargo Public Library will also use serials acquisitions to satisfy popular and local interests.

The materials included in the Periodical Collection include periodicals in print, microform, and online databases.

The newspaper collection includes newspapers from major cities, but the primary focus is on regional newspapers. The local newspaper The Forum is available on microform from its beginnings in the late 1800s. The library maintains the North Dakota Census on microform as it enters the public domain.

The Periodical Committee is responsible for the selection of materials for the Periodical Collection. The Periodical Committee will meet once a year to discuss policy issues and acquisitions/discards for the current year. New serials will begin the following year. Ordering, maintaining, and discarding of serials is performed by the Technical Services Department.

Magazines are maintained at all library locations and designated into three different age categories: adult, teen, and children.

The majority of magazines are retained for the current and previous two years.

Selected magazines will be retained and archived for as long as possible.

Discontinued magazines will be kept until the end of the year publication stopped.

## VIII. Teen ~~Fiction~~ Collection

The Fargo Public Library Teen ~~Fiction~~ collection primarily serves the recreational needs of Fargo residents from ages 13 to 18. The collection consists ~~is comprised~~ of fiction

~~titles, and graphic novels and nonfiction titles selected specifically to meet the recreational needs of teens. The collection consists primarily of young adult novels and genre literature covering mystery, science fiction, fantasy, and romance.~~

~~The library does not limit teens to use of only materials in the teen collection. Parents or guardians are responsible for materials chosen by teens.~~

~~Graphic novels are selected from the same fiction genres listed above, as well as from nonfiction works of interest to teens.~~

~~The problems, adventures and topics of interest confronting teens on a daily basis are the factors to consider when selecting titles for this collection.~~

~~Nonfiction materials appropriate for teens are interfiled within the Adult Nonfiction collection.~~

## **IX. Electronic Resources**

Electronic resources are defined as subscription databases, e-books, e-magazines and other resources accessed digitally via PCs, tablets, e-readers, phones or other Internet connected devices.

The Fargo Public Library participates in resource sharing agreements with the North Dakota State Library, ODIN and the North Dakota Digital Consortium. Agreements allow the library to receive competitive pricing and divide administrative and selection responsibilities. Decisions on the acquisition of electronic resources are made in cooperation with these organizations and reflect the variety of missions and collection goals of member libraries, not exclusively the Fargo Public Library.

### **Electronic Resources and Databases**

The Library may add electronic resources for their own use or as part of a resource sharing agreement. These are subject to the General Selection Criteria.

Electronic databases are selected in coordination with the library's reference staff or relevant professional staff to meet general collection needs. A demonstration or trial subscription will be provided by the vendor for the staff to evaluate. Additional criteria used to evaluate electronic resources include:

- Access to multiple concurrent users
- Access to remote users
- Ease of use
- Additional functionality compared to print formats
- Access to retrospective information
- Vendor relationships, technical support and contractual concerns

### **E-Books and Similar formats**

Electronic materials such e-books, e-videos, e-magazines, and e-audiobooks are subject the General Selection Criteria.

Additional criteria used to evaluate e-content platforms include:

- Ease of use
- Access on a variety of popular devices
- Access to multiple concurrent users when possible
- Vendor relationships, technical support and contractual concerns

Since electronic materials do not wear out or take physical shelf space, condition and usage are not considered as deselection criteria. All other deselection criteria -- such as relevance -- are considered. In the case of a resource sharing agreement, the Library may not be able to deselect all desired materials or respond to item challenges for electronic materials that are accessed as part of a resource sharing agreement.

### **X. Media Collection**

The Media Collection consists primarily of DVDs, music CDs, and audiobooks on CD. The collection is intended to fulfill both recreational and educational needs. Selection and maintenance of these materials fall under the General Selection Criteria.

#### **Video Games**

Formatted: Font: Bold

The video game collection primarily consists of popular games for all ages with ratings from EC for Early Childhood to M for Mature. Games are purchased for a variety of popular gaming platforms.

### **XI. Children's Services Collection Overview**

The Fargo Public Library Children's Services Department primarily serves the needs and interests of Fargo residents from birth through early adolescence (grade six) as well as their adult caregivers. The collection also serves teachers who work in Fargo schools, childcare providers, homeschooling families, and adults working with or interested in materials for children as well as teachers who are Fargo residents but work in outside communities. Further, the collection supports library services to this age group.

The Children's Services collection should be balanced in accordance with the needs of each age level served and all materials selected for the collection will meet these age criteria.

While local school curricula are generally supported, textbooks and workbooks are excluded from the children's collection except in cases when the Children's Services staff deem materials are appropriate for the collection.

The library does not limit children to use of only materials in the children's collection. Parents or guardians are responsible for materials chosen by children.

### **Children's Fiction**

The Children's Fiction collection contains books appropriate for independent readers in second through sixth grade. ~~Books include literary classics, award winners, historical fiction, adventure, humor, horror, sports fiction and contemporary realistic fiction. In library locations where space permits, mystery, fantasy, science fiction, and graphic novels are shelved in separate sections for the browsing and reading convenience of library patrons.~~

### **Children's Nonfiction**

The Children's Nonfiction collection contains informational books on popular subjects, as well as subject-oriented, homework-related books for children through sixth grade. The collection may contain some books written for older audiences if the subject matter is of interest to children and the book is appropriate. Materials in this collection are selected for accuracy, quality and community interest. The collection strives to cover a wide range of subjects and viewpoints.

### **Easy Readers**

The books in the Easy Reader collection are primarily for beginning readers in kindergarten through second grade. Easy Readers generally fall into various levels based on how easy or difficult they are for children to read. The collection contains fiction and nonfiction books with illustrations, simplified and/or controlled vocabulary, large typeface and a limited number of words and lines per page.

### **First Chapter Books**

The books in the First Chapter Book collection are primarily for newly independent readers in first through third grade. The collection contains fiction books with illustrations, controlled vocabulary, large typeface, short chapters, and fewer than 125 pages.

### **Picture Books**

The Picture Book collection is a large, popular collection in the Children's Services Department. Picture books combine text and illustration to tell a story. The illustrations in picture books are designed to extend and complement the text.

The Picture Book collection consists primarily of titles appropriate for children from birth through age eight.

### **Board Books**

Board books—small, sturdy books aimed at babies and toddlers—are housed in a special board book bin in the children's areas of the library facilities. In addition to durable cardboard pages, most board books address simple concepts, such as colors, shapes, letters and counting.

## **XII. Children's Special Collections**

### **Children's Reference Collection**

The Children's Reference collection consists primarily of general encyclopedias, dictionaries, atlases, and other one-of-a-kind materials. The books in this collection may only be used in the library.

### **Parent/Teacher Resource Collection**

This special collection contains materials for teachers, parents and childcare providers and is primarily a book collection but also contains kits. The emphasis is on providing practical, as opposed to academic or highly theoretical, materials.

Areas of emphasis include:

- Books addressing the educational needs of children; a specific emphasis is placed on collecting books addressing literacy development
- Homeschooling resources
- Books on child development and parenting
- Books addressing the recreational needs of children, providing ideas for enriching activities that children and adults can participate in together
- Bibliographic reference and readers advisory materials
- Books related to children's literature and storytelling
- Books related to challenges and disabilities faced by children with particular emphasis on addressing those challenges in an educational or home environment
- Circulating collection of Caldecott and Newbery Award winners
- Circulating collection of Boy and Girls Scout handbooks, manuals, and field books.

### **Children's World Language Collection**



The Library currently maintains a ~~growing-limited~~ collection of world language titles in such languages as Arabic, Chinese, French, ~~Hindi, Nepali, Somali,~~ and Spanish. The primary intent of this collection is to meet the informational, recreational and lifelong learning needs of the greater Fargo community. The staff member(s) assigned responsibility for world language materials works closely with local ethnic organizations, community associations and other area libraries in order to keep the collection current and to provide quality service. Languages may be added to or dropped from the collection as community needs dictate.

### **XIII. Children's Periodicals**

The collection includes titles that support the recreational, informational and educational needs of children birth through grade six. Titles for early childhood and elementary teachers, homeschooling families, and parents are also included in the collection.

### **XIV. Children's Online and Electronic Resource Collections**

The Children's Services Department provides librarian selected and approved online resources for children, teachers, parents, and caregivers. Internet sites, subscription databases (electronic resources), and online readers advisory collections are some examples of the online resources selected by Children's Services staff. These online resources are available through the Fargo Public Library website. As with other library materials, restriction of a child's access to online resources, especially the Internet, is the responsibility of the parent or other care-giving adults. Parents are encouraged to work closely with their children to select material that is age-appropriate and in keeping with personal and family values.

Children's Services staff regularly reviews selected sites. However, due to the nature of the Internet, the content or purpose of websites can change rapidly and without notice; therefore Library staff cannot be held responsible for these changes. In addition, staff recommended sites include only those sites directly linked to from the Children's Services page.

The Fargo Public Library's database collection includes a variety of youth-specific databases intended for use by students in kindergarten through twelfth grade.

### **XV. Children's Services Media Collections**

#### **Children's Videos**

Entertainment, instructional, educational and informational videos are included in this collection.

The fiction video collection primarily contains popular G-rated video titles.

The nonfiction video collection primarily contains popular educational video series.

### **Children's Music**

The children's music collection includes popular and well-reviewed children's music, sound and miscellaneous recordings.

### **Read-Along Kits**

Read-Along kits include a sound recording paired with a picture book or easy reader, packaged together in a bag. These kits Read-Alongs are primarily for children from birth through age eight.

### **Children's Audiobooks**

The Audiobooks collection primarily includes unabridged children's titles. The collection includes children's classics, award winners and popular contemporary titles.

## **XVI. Children's Kits**

### **Story on the Go Kits**

Each Story on the Go kit contains picture books and materials, such as games, videos, puppets, and/or other items centered on a specific theme or author. The age-appropriateness of each kit varies, but in general, Story on the Go kits are designed to be shared with children aged two to eight.

### **Topic Totes for Tots Kits**

Each Topic Tote or Tots kit contains 10 picture and/or board books and an activity sheet centered on a specific theme. The age-appropriateness of each kit varies, but in general, Topic Totes for Tots kits are designed to be shared with children aged two to eight.

### **Ready to Go Readers Kits**

Each Ready to Go Reader kit contains Easy Reader books selected for their reading level. Kits fall into one of three reading levels: Beginner, Middle or Advanced. The age-appropriateness of each kit varies, but in general, Ready to Go Readers kits are designed for children in grades kindergarten through third grade.

## **XVII. Gifts and Donations**

The Library welcomes book donations in two areas. First, the Library is committed to developing collections that preserve the history of Fargo and North Dakota. In addition, the Library is interested in well-developed unique collections that may be donated in their entirety.

Donations of other books or materials not meeting the above criteria may be made directly to the Friends of the Library (Tel: 701.364.2665, Email: [fargofriends@gmail.com](mailto:fargofriends@gmail.com)).

The Library does not provide value estimates for items donated to the collection but may give a count of items donated at the request of the donor. Donations to the Library become the property of the Library. Donations may be added to the Library's collection, given to the Friends of the Library for resale or otherwise disposed of as the Library determines.

Monetary gifts to support the collection development efforts of the Library are always welcome and unrestricted gifts are particularly encouraged. Donors may, at their discretion, indicate that a monetary gift is to be used to further enhance and purchase materials for a particular section of the collection. Donors may be recognized with book plates or with such other recognition as the Library Director may deem appropriate.

Restricted gifts of materials, such as those that require an item be added to the collection or maintained for a certain period of time will not be accepted without the prior approval of the Library Director. Approval of restricted gifts will be granted only in exceptional circumstances.

Formatted: Normal



## XVIII. References

During the preparation of this document, we referred to the following libraries' collection development and materials selection policies:

*Circulating Collection Development Manual of the Hennepin County Library*, 1991

*Collection Development and Materials Selection Policy*, Morton Grove Public Library, 1992, 1995, 2005

Formatted: Indent Left: 0", First line: 0"

*Collection Development Plan for the Skokie Public Library*, 1990

*Collection Development Policy*, Vancouver Public Library, 2000

*Collection Development Policy: Youth Services*, Duluth Public Library, 2005

*Collection Management Policy*, Salem Public Library, 2005

Formatted: Normal

*Deselection Policy*, Oberlin College Library, 2003

Evans, G. E. (1995). *Developing library and information center collections*. Englewood, CO: Libraries Unlimited

Formatted: Indent Left: 0", First line: 0"

*Material De-Selection Policy*, Hamilton Public Library, 1985

Formatted: Normal

#006-2001

Approved by the Library Board of Directors: 10-17-2000

Revised 08-23-2005

Revised 03-16-2010

Revised 06-15-2010

Revised 08-21-2012

Revised 09-18-2012

Revised 03-19-2013

Revised 11-18-2014

Reviewed 12-21-2021

**Fargo Public Library Board  
Action Item Summary Sheet**

**What:**

Approve the draft of the Programming Policy

**Explanation:**

The Admin Team has developed the Programming Policy draft in conjunction with goals of the strategic plan. The goal was the development of a visioning document to identify the parameters for library programming.

**Director recommendation:**

Approve the draft of the Programming Policy.

**Board Discussion:**

**Approve as recommended** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Approve with changes** ☐

First motion made by: \_\_\_\_\_

Second motion made by: \_\_\_\_\_

**Vote**

In Favor: \_\_\_\_\_

Opposed: \_\_\_\_\_

**Approved/Denied/Tabled/Postponed**

Fargo Public Library Programming Policy – DRAFT  
March 2022/February 2023/April 2023 4<sup>th</sup> DRAFT

*Note: this policy refers to programs sponsored by the Fargo Public Library, not to events held at the Library by community groups. Groups and individuals may reserve the Library's meeting rooms in accordance with the Library's Meeting Room Policy.*

### **Mission – Why We Conduct Programming (Events/Activities)**

The Programming Policy guides staff responsible for program development, and documents programming guidelines for community members. The Fargo Public Library (FPL) offers programs, events, and activities to further the Library's mission, vision, and service goals. Programs offer opportunities to:

- Highlight and promote lifelong use of FPL resources, services, and collections to new and regular community members of all ages and backgrounds, including those in underserved populations.
- Reflect equitable engagement to a diverse community while promoting a culture of inclusion.
- Provide opportunities for civic and social engagement where the community is able to build critical thinking skills and share information, expertise, and experiences.
- Promote early literacy and lifelong learning opportunities to widen horizons, excite imagination, and engage in reflection.
- Provide a destination where individuals and families spend quality time by offering a source of free entertainment, social interaction, learning, and bonding.
- Facilitate partnerships with other groups and programs which share FPL's commitment to the community.

Inherent in the program philosophy is an appreciation for all community members. The Library upholds the principles of intellectual freedom and the right of the individual to access information, even when the content may be controversial, unorthodox, or unacceptable to others. Topics and speakers are not excluded from Library programs because of possible controversy.

The Fargo Public Library's Programming Policy uses the guidelines outlined in the American Library Association's document Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights.

### **Responsibility for Library Programming**

The Fargo Public Library Board delegates development and presentation of programs, events, and activities to the Library Director. The Library Director, in turn, delegates authority for program management to designated staff. Library staff are responsible for developing and delivering Library-sponsored programs, utilizing staff expertise, collections, services, and facilities. Library staff who present or assist with programs do so as part of their regular job duties.

FPL may partner with community agencies, organizations, and individuals to present co-sponsored programs. Program presenters may include those with relevant skills or expertise, volunteers or staff from partnering organizations, local or visiting authors and performing artists, local or visiting speakers with recognized credentials or relevant experience, and qualified instructors or trainers.

## **Audience for Library Programming**

Programs are primarily focused on Fargo residents, but non-residents and non-cardholders are welcome to attend any FPL-sponsored event or activity.

The Library reserves the right to:

- Limit attendance at events due to space considerations, budgetary constraints, and based on the nature of the program. Pre-registration may be required for some library programming.
- Set age limits for Library-sponsored programs.
- Deny attendance to anyone who is disruptive or who violates the Library's Rules of Conduct.

For more information about children attending Library programs, please see the [Unattended Children Policy](#).

Individuals with disabilities who contact the Library at least 3 business days in advance of a program, event, or activity will be accommodated to the best of the Library's ability.

## **Guidelines on How Programs are Chosen, Developed, and Presented**

Consideration for program selection and design may include those criteria laid out in the Programming Policy Mission as well as:

- Presenter background, qualifications, or reputation.
- Availability of library facilities and appropriate staffing levels.
- Program costs and budget limitations.
- Historical, educational, or cultural significance.
- Presentation accuracy, quality, and treatment of content for intended audience.
- Popular demand and timeliness of program content.
- FPL's defined service area.
- Space and physical arrangements are safe and conducive to effective program delivery and comply with ADA requirements and support the full participation of all attendees.

The Library may include virtual programming, if and when it is appropriate. The Library reserves the right to limit registration due to technical requirements, staff capacity, or program audience/age. Virtual programming may be live or pre-recorded depending on the kind of event.

Requests for individuals or groups to present Library-sponsored programs are considered using the above criteria. Please use the Propose a Program form to submit any programming requests. Successful program planning requires significant preparation and lead time; requests may be rejected for lack of adequate advance planning and notice. For consideration, please use the Propose a Program form (insert link here).

Guidelines for program presentation:

- When pre-registration is required, it must be handled by the Library unless other arrangements are made with the Library staff coordinating the event.
- Admission to Library programs is free. There are no fees collected for supplies or other materials. Presenters must arrange in advance to have the Library cover all costs for attendees.
- Programs are non-commercial; presenters may have a business affiliation, but no solicitation, recruitment, advertisement, or promotion for business purposes will be permitted.
- Sale of books, music, artwork, or other media by authors/performers/artists is permitted when arranged in advance. All plans to sell such items must be approved by the department head responsible for the program. Library staff are not available to assist in sales.
- The Library does not offer programs that support or oppose any political candidate or ballot measure. However, election information, such as candidates' forums that include invitations to all recognized candidates, may be offered.
- The Library does not offer programs that support or oppose specific religious convictions. Seasonal or holiday programs may be offered or facilitated by Library staff. The Library will endeavor to provide programs that reflect the community's diversity.
- At the discretion of the Library Director, fundraising to benefit the Library or the Friends of the Fargo Public Library may be permissible at Library-sponsored programs or on property governed by Library policy.
- Programs are held in Library facilities when possible and appropriate; meeting room capacities will be observed. Other locations will be considered when the Library is not equipped to handle an event, or when an alternate venue will encourage greater access or attendance. Programs held at non-Library facilities will follow the same guidelines as listed above.
- Program participants should expect that photographs/video will be taken at events and used on the Library's social media and/or website. Participants may request that their image not be used by the Library by speaking to the Library staff in charge of the program, event, or activity. FPL will record programming only with the permission of the presenters.
- Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the Library must coordinate marketing efforts with the appropriate Library staff and the Community Relations Specialist. Press releases, public notifications, and marketing publicities must be approved by the Community Relations Specialist or the Library Director.
- Eligibility for prizes in contests designed for particular target groups is limited to that group.
- Animals that are part of programs will be accompanied at all times by their handler.
- The Library reserves the right to cancel a scheduled event. Programs may be cancelled due to weather, closure of the Library, low registration, or absence of presenter. Cancelled programs are not necessarily rescheduled.
- The Library assumes no responsibility for loss or damage to personal property in any Library event.
- Library programs are evaluated on a semi-regular basis as time and staffing allows.

The Library welcomes expressions of opinion concerning programming. Community members who wish to request a review of a Library program must submit the Statement of Concern form following the Statement of Concern Guidelines.

## Library Use 2022

New Registrations: 613  
 Approx. Registered Patrons: 33,346

ATTENDANCE	Mar-23	Mar-22	% CHANGE	2023 YTD	2022 YTD	Diff.	% CHANGE
Door Count Main	15,828	16,490	-4%	46,120	39,318	6,802	17%
Door Count Carlson	11,715	10,460	12%	33,695	26,856	6,839	25%
Door Count Northport	4,422	4,199	5%	12,036	11,633	403	3%
Outreach	347	369	-6%	1,182	1,066	116	11%
Total	32,312	31,518	3%	93,033	78,873	14,160	18%

PROGRAM ATTENDANCE	# of Programs	Attendance	Attendance				
Adult Programs Main	13	208	219	-5%	803	562	241 43%
Adult Programs Carlson	12	108	109	-1%	368	193	175 91%
Adult Programs Northport	2	19	22	-14%	54	37	17 46%
Teen Programs Main	1	5	8	-38%	14	8	6 75%
Teen Programs Carlson	1	5	14	-64%	27	31	(4) -13%
Teen Programs Northport	-	-	-		-	-	-
Childrens Programs Main	16	562	345	63%	1,237	846	391 46%
Childrens Programs Carlson	14	438	318	38%	1,168	718	450 63%
Childrens Programs Northport	8	346	254	36%	677	457	220 48%
Community Engagement	1	29	67	-57%	608	117	491 420%
Outreach Department	8	169	56	202%	234	136	98 72%
Virtual Adult	1	73	73	0%	324	139	185 133%
Virtual Teen	-	-	-		-	-	-
Virtual Childrens	3	129	-		160	15	145 967%
Total	80	2,091	1,485	41%	5,674	3,259	2,415 74%

*\*\*14 programs cancelled or rescheduled due to inclement weather*

## VOLUNTEER HOURS

Main	68	73		160	211	(51)	-24%
Carlson	26	26		63	75	(12)	-16%
Outreach	38	53		110	168	(58)	-35%
Northport	-	-		-	-	-	-
Total	132	152		333	454	(121)	-27%

## INTERNET SIGNUP

Main	2,344	2,123	10%	6,759	5,475	1,284	23%
Carlson	1,559	1,686	-8%	4,306	4,074	232	6%
Northport	437	392	11%	4,532	1,030	3,502	340%
Total	4,340	4,201	3%	15,597	10,579	5,018	47%

## ELECTRONIC ACTIVITY

Web page hits	18,935	17,588	8%	55,628	48,826	6,802	14%
---------------	--------	--------	----	--------	--------	-------	-----

2022 Circulation

	Mar-23	Mar-22	Increase/ Decrease	% CHANGE	2023 YTD	2022 YTD	Increase/ Decrease	% Change YTD
<b>PRINT</b>								
<b>MAIN</b>								
Adult Nonfiction	2,959	2,700	259	9.59%	8,575	7,884	691	8.76%
Youth Nonfiction	2,187	1,884	303	16.08%	5,882	4,858	1,024	21.08%
Adult Fiction	5,833	5,402	431	7.98%	16,797	15,683	1,114	7.10%
Youth Fiction	3,917	3,684	233	6.32%	10,563	9,541	1,022	10.71%
Youth Reader	1,466	1,562	(96)	-6.15%	3,670	3,747	(77)	-2.05%
Youth Picture Books	4,472	4,007	465	11.60%	12,113	9,944	2,169	21.81%
Adult Magazines	132	99	33	33.33%	280	378	(98)	-25.93%
Youth Magazines	18	11	7	63.64%	58	23	35	152.17%
Subtotal	20,984	19,349	1,635	8.45%	57,938	52,058	5,880	11.30%
<b>OUTREACH</b>								
Deposit	904	983	(79)	-8.04%	2,685	2,842	(157)	-5.52%
<b>CARLSON</b>								
Adult Nonfiction	1,054	883	171	19.37%	3,038	2,538	500	19.70%
Youth Nonfiction	1,332	1,173	159	13.55%	3,205	2,992	213	7.12%
Adult Fiction	3,337	2,864	473	16.52%	9,412	8,293	1,119	13.49%
Youth Fiction	2,456	2,286	170	7.44%	6,741	6,181	560	9.06%
Youth Readers	1,705	1,629	76	4.67%	4,414	4,077	337	8.27%
Youth Picture Books	3,149	3,149	-	0.00%	9,292	8,522	770	9.04%
Adult Magazines	72	64	8	12.50%	178	222	(44)	-19.82%
Youth Magazines	34	18	16	88.89%	121	48	73	152.08%
Subtotal	13,139	12,066	1,073	8.89%	36,401	32,873	3,528	10.73%
<b>NORTHPORT</b>								
Adult Nonfiction	341	280	61	21.79%	872	916	(44)	-4.80%
Youth Nonfiction	303	256	47	18.36%	817	740	77	10.41%
Adult Fiction	858	864	(6)	-0.69%	2,564	2,590	(26)	-1.00%
Youth Fiction	385	397	(12)	-3.02%	1,047	991	56	5.65%
Youth Readers	257	241	16	6.64%	771	724	47	6.49%
Youth Picture Books	780	555	225	40.54%	2,096	1,662	434	26.11%
Adult Magazines	34	26	8	30.77%	92	51	41	80.39%
Youth Magazines	6	-	6		8	1	7	700.00%
Subtotal	2,964	2,619	345	13.17%	8,267	7,675	592	7.71%
<b>TOTAL PRINT</b>	<b>37,991</b>	<b>35,017</b>	<b>2,974</b>	<b>8.49%</b>	<b>105,291</b>	<b>95,448</b>	<b>9,843</b>	<b>10.31%</b>

## 2022 Circulation

**NONPRINT****Overdrive/Electronic**

Books	19,631	16,173	3,458	21.38%	57,363	48,689	8,674	17.82%
Childrens Devices	19	10	9	90.00%	60	34	26	76.47%
Hoopla	6,031	2,161	3,870	179.09%	11,393	6,525	4,868	74.61%
Subtotal	25,681	18,344	7,337	40.00%	68,816	55,248	13,568	24.56%

**MAIN**

Adult DVD's	3,046	3,011	35	1.16%	8,905	9,248	(343)	-3.71%
Youth DVD's	422	411	11	2.68%	1,331	937	394	42.05%
Video Games	269	271	(2)	-0.74%	825	688	137	19.91%
Adult CD's	550	369	181	49.05%	1,527	1,358	169	12.44%
Youth CD's	60	51	9	17.65%	204	153	51	33.33%
Adult Books on CD	191	214	(23)	-10.75%	566	572	(6)	-1.05%
Youth Books on CD	195	188	7	3.72%	557	427	130	30.44%
Kits	313	288	25	8.68%	868	586	282	48.12%
Subtotal	5,046	4,803	243	5.06%	14,783	13,969	814	5.83%

**CARLSON**

Adult DVD's	1,472	1,522	(50)	-3.29%	4,431	4,388	43	0.98%
Youth DVD's	414	647	(233)	-36.01%	1,157	1,539	(382)	-24.82%
Video Games	205	196	9	4.59%	665	542	123	22.69%
Adult CD's	295	200	95	47.50%	873	637	236	37.05%
Youth CD's	69	65	4	6.15%	164	205	(41)	-20.00%
Adult Books on CD	111	118	(7)	-5.93%	354	329	25	7.60%
Youth Books on CD	204	200	4	2.00%	489	576	(87)	-15.10%
Kits	157	118	39	33.05%	458	315	143	45.40%
Subtotal	2,927	3,066	(139)	-4.53%	8,591	8,531	60	0.70%

**NORTHPORT**

Adult DVD's	1,019	749	270	36.05%	2,727	2,119	608	28.69%
Youth DVD's	184	92	92	100.00%	398	230	168	73.04%
Video Games	81	74	7	9.46%	211	173	38	21.97%
Adult CD's	102	109	(7)	-6.42%	351	294	57	19.39%
Youth CD's	11	14	(3)	-21.43%	52	35	17	48.57%
Adult Books on CD	32	47	(15)	-31.91%	65	98	(33)	-33.67%
Youth Books on CD	46	53	(7)	-13.21%	137	137	-	0.00%
Kits	25	21	4	19.05%	79	78	1	1.28%
Subtotal	1,500	1,159	341	29.42%	4,020	3,164	856	27.05%

**TOTAL NONPRINT**

35,154	27,372	7,782	28.43%	96,210	80,912	15,298	18.91%
--------	--------	-------	--------	--------	--------	--------	--------

**INTERLIBRARY LOAN**

Borrowed	221	196	25	12.76%	699	581	118	20.31%
Loaned	418	333	85	25.53%	1,064	959	105	10.95%
Subtotal	639	529	110	20.79%	1,763	1,540	223	14.48%

**RENEWALS**

14,252	12,680	1,572	12.40%	37,268	35,742	1,526	4.27%
--------	--------	-------	--------	--------	--------	-------	-------

**TOTAL CIRCULATION**

88,036	75,598	12,438	16.45%	240,532	213,642	26,890	12.59%
--------	--------	--------	--------	---------	---------	--------	--------



## 2023 Donation Summary

[illegible]

**Fargo Public Library 2023 Total Expenses**  
**25% OF YEAR LAPSED**  
**SUMMARY OF EXPENSE VS. AGGREGATE BUDGET**  
**2023**

Account	Budget Line	Total YTD	Total Encumbrances	Total YTD Expenses + Encumbrances	Total Budget	%	Over/(Under)
Full time staff	11-00	\$ 495,234	\$ -	\$ 495,234	\$ 2,404,676	20.59%	\$ (1,909,442.20)
Full time overtime	11-01	\$ 60	\$ -	\$ 60	\$ -		\$ 59.80
Full time banked sick	11-02	\$ -	\$ -	\$ -	\$ 17,860	0.00%	\$ (17,860.00)
Part time w/benefits	13-00	\$ 119,167	\$ -	\$ 119,167	\$ 530,198	22.48%	\$ (411,031.32)
Part time w/benefits overtime		\$ 6	\$ -	\$ 6	\$ -		\$ 5.74
Part time banked sick		\$ -	\$ -	\$ -	\$ 256		\$ (256.00)
Part time seasonal no benefits	14-00	\$ 10,061	\$ -	\$ 10,061	\$ 40,000	25.15%	\$ (29,939.30)
Health insurance	20-01	\$ 70,595	\$ -	\$ 70,595	\$ 474,859	14.87%	\$ (404,263.76)
Dental Insurance	20-03	\$ 4,842	\$ -	\$ 4,842	\$ 22,888	21.16%	\$ (18,045.94)
Long Term Disability	20-04	\$ 848	\$ -	\$ 848	\$ 5,448	15.56%	\$ (4,600.34)
Auto Allowance	20-05	\$ 193	\$ -	\$ 193	\$ 900	21.43%	\$ (707.12)
FICA 6.2%	21-01	\$ 36,709	\$ -	\$ 36,709	\$ 182,599	20.10%	\$ (145,890.03)
Medicare 1.45%	21-02	\$ 8,585	\$ -	\$ 8,585	\$ 42,932	20.00%	\$ (34,346.88)
City Pension	22-01	\$ 6,692	\$ -	\$ 6,692	\$ 41,001	16.32%	\$ (34,308.99)
NDPERS Pension	22-04	\$ 42,889	\$ -	\$ 42,889	\$ 198,362	21.62%	\$ (155,472.92)
NDPERS & City Pension	22-05	\$ 1,347	\$ -	\$ 1,347	\$ 6,281	21.45%	\$ (4,933.88)
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ 72,823	0.00%	\$ (72,823.00)
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -		\$ -
Life Insurance	26-00	\$ -	\$ -	\$ -	\$ 800	0.00%	\$ (800.00)
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Security Services	38-61	\$ 22,192	\$ 149,443	\$ 171,636	\$ 134,329	127.77%	\$ 37,306.63
Other Services	38-99	\$ 4,042	\$ 6,943	\$ 10,985	\$ 16,500	66.58%	\$ (5,514.90)
Water Sewer	41-05	\$ 454	\$ -	\$ 454	\$ 6,500	6.98%	\$ (6,046.06)
General equip repair	43-20	\$ 35	\$ -	\$ 35	\$ 3,000	1.18%	\$ (2,964.67)
General equip repair (computer)	43-21	\$ 18,547	\$ -	\$ 18,547	\$ 39,266	47.23%	\$ (20,719.15)
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ 1,000	0.00%	\$ (1,000.00)
Maintenance service	43-50	\$ 33,821	\$ 15,301	\$ 49,122	\$ 53,600	91.65%	\$ (4,478.20)
Land and building rent	44-10	\$ 23,559	\$ 55,441	\$ 79,000	\$ 79,000	100.00%	\$ -
Property Insurance	52-10	\$ 5,660	\$ -	\$ 5,660	\$ 12,065	46.91%	\$ (6,405.00)
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ 265	0.00%	\$ (265.00)
General liability	52-30	\$ -	\$ -	\$ -	\$ 9,225	0.00%	\$ (9,225.00)
Cellular phone service	53-20	\$ 801	\$ -	\$ 801	\$ 5,400	14.83%	\$ (4,598.94)
Other communications	53-60	\$ 400	\$ -	\$ 400	\$ 2,100	19.05%	\$ (1,699.86)
ILS Development	53-61	\$ 19,525	\$ -	\$ 19,525	\$ 46,150	42.31%	\$ (26,625.00)
Minitex/OCLC	53-62	\$ 10,587	\$ -	\$ 10,587	\$ 19,400	54.57%	\$ (8,813.10)
Marketing	54-11	\$ 9,323	\$ -	\$ 9,323	\$ 46,000	20.27%	\$ (36,676.95)
In state travel	56-60	\$ 186	\$ -	\$ 186	\$ 3,500	5.33%	\$ (3,313.54)
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ 5,000	0.00%	\$ (5,000.00)
Due & membership in state	59-10	\$ 2,313	\$ -	\$ 2,313	\$ 2,100	110.14%	\$ 212.99
Dues/membership out state	59-11	\$ 1,095	\$ -	\$ 1,095	\$ 2,000	54.75%	\$ (905.00)
Seminar & conf in state	59-20	\$ 1,288	\$ -	\$ 1,288	\$ 2,500	51.50%	\$ (1,212.50)
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ 2,500	0.00%	\$ (2,500.00)
Office supplies	61-10	\$ 6,496	\$ -	\$ 6,496	\$ 30,000	21.65%	\$ (23,503.96)
Medical supplies	61-20	\$ 12	\$ -	\$ 12	\$ 600	1.97%	\$ (588.21)
General supplies	61-40	\$ 5,932	\$ -	\$ 5,932	\$ 36,000	16.48%	\$ (30,068.36)
Program materials	61-43	\$ 4,760	\$ -	\$ 4,760	\$ 46,000	10.35%	\$ (41,240.18)
Materials Processing	61-44	\$ 10,724	\$ -	\$ 10,724	\$ 64,569	16.61%	\$ (53,845.03)
Postage	61-50	\$ 105	\$ -	\$ 105	\$ 12,300	0.86%	\$ (12,194.61)
Books & periodicals	61-70	\$ 180,873	\$ 2,137	\$ 183,009	\$ 774,454	23.63%	\$ (591,444.81)
Gasoline		\$ -	\$ -	\$ -	\$ 550	0.00%	\$ (550.00)
Natural gas	62-50	\$ 22,314	\$ -	\$ 22,314	\$ 76,300	29.25%	\$ (53,986.06)
Electricity	62-51	\$ 14,420	\$ -	\$ 14,420	\$ 122,528	11.77%	\$ (108,108.38)
Miscellaneous	68-10	\$ 380	\$ -	\$ 380	\$ 2,000	19.00%	\$ (1,620.05)
Safety compliance	68-50	\$ 165	\$ -	\$ 165	\$ 100	165.00%	\$ 65.00
Bad Debt		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -		\$ -
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -		\$ -
		\$ 1,197,235	\$ 229,265	\$ 1,426,500	\$ 5,699,684	25.03%	\$ (4,273,184)

**Fargo Public Library 2023 Total Expenses**

**25% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2023**

**MAIN**

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 119,235	\$ 150,811	\$ 151,193	\$ 421,239		\$ 1,934,432	22%
Full time overtime	11-01	\$ 34	\$ 18	\$ 9	\$ 60			
Full Time banked sick	11-02	\$ -	\$ -	\$ -	\$ -		\$ 14,423	0%
Part time w/benefits	13-00	\$ 23,524	\$ 29,235	\$ 27,761	\$ 80,520		\$ 419,540	19%
Part time w/benefits overtime		\$ 6	\$ -	\$ -	\$ 6			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -		\$ 256	0%
Part time seasonal no benefits	14-00	\$ 1,793	\$ 2,373	\$ 2,043	\$ 6,209		\$ 30,800	20%
Health insurance	20-01	\$ 16,538	\$ 21,233	\$ 21,316	\$ 59,087		\$ 344,078	17%
Dental insurance	20-03	\$ 1,170	\$ 1,496	\$ 1,496	\$ 4,162		\$ 17,198	24%
Long Term Disability	20-04	\$ 200	\$ 253	\$ 254	\$ 707		\$ 4,446	16%
Auto Allowance	20-05	\$ 54	\$ 69	\$ 69	\$ 193		\$ 900	21%
FICA 6.2%	21-01	\$ 8,506	\$ 10,704	\$ 10,614	\$ 29,824		\$ 146,137	20%
Medicare 1.45%	21-02	\$ 1,989	\$ 2,503	\$ 2,482	\$ 6,975		\$ 34,404	20%
City Pension	22-01	\$ 1,331	\$ 1,694	\$ 1,694	\$ 4,718		\$ 27,836	17%
NDPERS Pension	22-04	\$ 10,286	\$ 12,977	\$ 12,899	\$ 36,162		\$ 163,973	22%
NDPERS & City Pension	22-05	\$ 380	\$ 484	\$ 484	\$ 1,347		\$ 6,281	21%
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -		\$ 45,106	0%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -		\$ 800	0%
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 8,121	\$ 8,273	\$ -	\$ 16,394	\$ 81,035	\$ 97,429	100%
Other Services	38-99	\$ 787	\$ 818	\$ 2,341	\$ 3,946	\$ 6,943	\$ 15,000	73%
Water Sewer	41-05	\$ -	\$ -	\$ -	\$ -			
General equip repair	43-20	\$ 35	\$ -	\$ -	\$ 35		\$ 3,000	1%
General equip repair (computer)	43-21	\$ 14,556	\$ 3,012	\$ 349	\$ 17,918		\$ 33,266	54%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -		\$ 1,000	0%
Maintenance service	43-50	\$ 25,670	\$ 1,605	\$ 6,546	\$ 33,821	\$ 15,301	\$ 47,200	104%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ -	\$ -	\$ 5,660	\$ 5,660		\$ 9,010	63%
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ -		\$ 265	0%
General liability	52-30	\$ -	\$ -	\$ -	\$ -		\$ 9,225	0%
Cellular phone service	53-20	\$ 401	\$ -	\$ 401	\$ 801		\$ 5,400	15%
Other communications	53-60	\$ 200	\$ -	\$ 200	\$ 400		\$ 2,100	19%
ILS Development	53-61	\$ 18,025	\$ -	\$ 1,500	\$ 19,525		\$ 46,150	42%
Minitex/OCLC	53-62	\$ 10,587	\$ -	\$ -	\$ 10,587		\$ 19,400	55%
Marketing	54-11	\$ 4,609	\$ 1,433	\$ 3,281	\$ 9,323		\$ 46,000	20%
In state travel	56-60	\$ 3	\$ 78	\$ 105	\$ 186		\$ 3,500	5%
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ -		\$ 5,000	0%
Due & membership in state	59-10	\$ 1,775	\$ 538	\$ -	\$ 2,313		\$ 2,100	110%
Dues/membership out state	59-11	\$ 1,095	\$ -	\$ -	\$ 1,095		\$ 2,000	55%
Seminar & conf in state	59-20	\$ 382	\$ 905	\$ -	\$ 1,288		\$ 2,500	52%
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ -		\$ 2,500	0%
Office supplies	61-10	\$ 907	\$ 1,304	\$ 899	\$ 3,110		\$ 20,000	16%
Medical supplies	61-20	\$ -	\$ 12	\$ -	\$ 12		\$ 600	2%
General supplies	61-40	\$ 1,060	\$ 1,826	\$ 1,601	\$ 4,487		\$ 25,000	18%
Program materials	61-43	\$ 1,096	\$ 2,222	\$ 1,441	\$ 4,760		\$ 46,000	10%
Materials Processing	61-44	\$ 3,370	\$ (67)	\$ 7,421	\$ 10,724		\$ 64,569	17%
Postage	61-50	\$ -	\$ 22	\$ 84	\$ 105		\$ 10,000	1%
Books & periodicals	61-70	\$ 138,377	\$ (38,374)	\$ 49,251	\$ 149,253	\$ 2,137	\$ 580,054	26%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -		\$ 550	0%
Natural gas	62-50	\$ 8,475	\$ (8,475)	\$ 13,436	\$ 13,436		\$ 45,000	30%
Electricity	62-51	\$ 4,915	\$ (4,915)	\$ 8,585	\$ 8,585		\$ 82,500	10%
Miscellaneous	68-10	\$ 117	\$ 216	\$ 47	\$ 380		\$ 2,000	19%
Safety compliance	68-50	\$ 165	\$ -	\$ -	\$ 165		\$ 100	165%
Bad Debt					\$ -			
Capital Outlay - Machinery & Equipment					\$ -			
Capital Outlay - Computer Software					\$ -			
Capital Outlay - Vehicles	74-20				\$ -			
		\$ 429,773	\$ 204,284	\$ 335,459	\$ 969,517	\$ 105,415	\$ 4,419,528	24.32%

**Fargo Public Library 2023 Total Expenses**

**25% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**

**2023**

**CARLSON**

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 11,300	\$ 14,558	\$ 20,372	\$ 46,230		\$ 423,798	11%
Full time overtime	11-01	\$ -		\$ -	\$ -			
full Time Banked Sick	11-02	\$ -		\$ -	\$ -		\$ 3,437	0%
Part time w/benefits	13-00	\$ 6,838	\$ 9,829	\$ 9,189	\$ 25,856		\$ 73,480	35%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part Time Banked Sick	13-02	\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ 1,050	\$ 1,410	\$ 1,392	\$ 3,852		\$ 9,200	42%
Health insurance	20-01	\$ 1,607	\$ 2,117	\$ 1,436	\$ 5,161		\$ 118,614	4%
Dental insurance	20-03	\$ 114	\$ 149	\$ 106	\$ 369		\$ 4,914	8%
Long Term Disability	20-04	\$ 24	\$ 33	\$ 30	\$ 86		\$ 832	10%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 1,136	\$ 1,527	\$ 1,856	\$ 4,519		\$ 31,566	14%
Medicare 1.45%	21-02	\$ 266	\$ 357	\$ 434	\$ 1,057		\$ 7,383	14%
City Pension	22-01	\$ 557	\$ 709	\$ 709	\$ 1,974		\$ 13,165	15%
NDPERS Pension	22-04	\$ 923	\$ 1,283	\$ 1,171	\$ 3,377		\$ 27,482	12%
NDPERS & City Pension	22-05	\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -		\$ 27,717	0%
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -		\$ 500	0%
Security Services	38-61	\$ 2,583	\$ 3,216	\$ -	\$ 5,799	\$ 31,101	\$ 36,900	100%
Other Services	38-99	\$ 32	\$ 32	\$ -	\$ 64		\$ 1,000	6%
Water Sewer	41-05	\$ -	\$ -	\$ 259	\$ 259		\$ 3,500	7%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21	\$ 629	\$ -	\$ -	\$ 629		\$ 6,000	10%
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50	\$ -	\$ -	\$ -	\$ -		\$ 4,300	0%
Land and building rent	44-10	\$ -	\$ -	\$ -	\$ -			
Property insurance	52-10	\$ -	\$ -	\$ -	\$ -		\$ 2,705	0%
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ -			
General liability	52-30	\$ -	\$ -	\$ -	\$ -			
Cellular phone service	53-20	\$ -	\$ -	\$ -	\$ -			
Other communications	53-60	\$ -	\$ -	\$ -	\$ -			
ILS Development	53-61	\$ -	\$ -	\$ -	\$ -			
Minitex/OCLC	53-62	\$ -	\$ -	\$ -	\$ -			
Marketing	54-11	\$ -	\$ -	\$ -	\$ -			
In state travel	56-60	\$ -	\$ -	\$ -	\$ -			
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ -			
Due & membership in state	59-10	\$ -	\$ -	\$ -	\$ -			
Dues/membership out state	59-11	\$ -	\$ -	\$ -	\$ -			
Seminar & conf in state	59-20	\$ -	\$ -	\$ -	\$ -			
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ -			
Office supplies	61-10	\$ 446	\$ 1,502	\$ 348	\$ 2,297		\$ 7,000	33%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 3,752	\$ (2,932)	\$ 500	\$ 1,320		\$ 7,500	18%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -		\$ 2,300	0%
Books & periodicals	61-70	\$ 10,296	\$ 1,400	\$ 9,623	\$ 21,319		\$ 136,200	16%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 5,391	\$ (5,391)	\$ 7,798	\$ 7,798		\$ 27,500	28%
Electricity	62-51	\$ 2,695	\$ (2,695)	\$ 4,680	\$ 4,680		\$ 30,450	15%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Equipment		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Computer Software		\$ -	\$ -	\$ -	\$ -			
Capital Outlay - Vehicles	74-20	\$ -	\$ -	\$ -	\$ -			
		\$ 49,639	\$ 27,103	\$ 59,902	\$ 136,644	\$ 31,101	\$ 1,007,443	16.7%

**Fargo Public Library 2023 Total Expenses**  
**25% OF YEAR LAPSED**

**EXPENSE VS. BUDGET**  
**2023**  
**NORTHPORT**

Account	Budget Line	January	February	March	YTD	Encumbrances	Budget	% Budget Used
Full time staff	11-00	\$ 7,391	\$ 10,360	\$ 10,013	\$ 27,764		\$ 46,446	60%
Full time overtime	11-01	\$ -	\$ -	\$ -	\$ -			
Full time banked sick	11-02	\$ -	\$ -	\$ 0	\$ -			
Part time w/benefits	13-00	\$ 4,053	\$ 4,143	\$ 4,595	\$ 12,791		\$ 37,178	34%
Part time w/benefits overtime		\$ -	\$ -	\$ -	\$ -			
Part time banked sick		\$ -	\$ -	\$ -	\$ -			
Part time seasonal no benefits	14-00	\$ -	\$ -	\$ -	\$ -			
Health insurance	20-01	\$ 1,737	\$ 2,326	\$ 2,284	\$ 6,348		\$ 12,167	52%
Dental insurance	20-03	\$ 88	\$ 112	\$ 112	\$ 311		\$ 776	40%
Long Term Disability	20-04	\$ 15	\$ 20	\$ 20	\$ 55		\$ 170	32%
Auto Allowance	20-05	\$ -	\$ -	\$ -	\$ -			
FICA 6.2%	21-01	\$ 667	\$ 847	\$ 853	\$ 2,366		\$ 4,896	48%
Medicare 1.45%	21-02	\$ 156	\$ 198	\$ 199	\$ 553		\$ 1,145	48%
City Pension	22-01	\$ -	\$ -	\$ -	\$ -			
NDPERS Pension	22-04	\$ 945	\$ 1,198	\$ 1,207	\$ 3,350		\$ 6,907	49%
NDPERS & City Pension	22-05	\$ -	\$ -	\$ -	\$ -			
Actuarial Contributions	22-06	\$ -	\$ -	\$ -	\$ -			
Workers Comp	25-00	\$ -	\$ -	\$ -	\$ -			
Life insurance	26-00	\$ -	\$ -	\$ -	\$ -			
Interpreters/ADA Compliance	33-29	\$ -	\$ -	\$ -	\$ -			
Security Services	38-61	\$ -	\$ -	\$ -	\$ -			
Other Services	38-99	\$ 32	\$ -	\$ -	\$ 32		\$ 500	6%
Water Sewer	41-05	\$ -	\$ -	\$ 195	\$ 195		\$ 3,000	7%
General equip repair	43-20	\$ -	\$ -	\$ -	\$ -			
General equip repair (computer)	43-21	\$ -	\$ -	\$ -	\$ -			
General equip repair (vehicle)	43-22	\$ -	\$ -	\$ -	\$ -			
Maintenance service	43-50	\$ -	\$ -	\$ -	\$ -		\$ 2,100	0%
Land and building rent	44-10	\$ 11,779	\$ 5,890	\$ 5,890	\$ 23,559	\$ 55,441	\$ 79,000	100%
Property insurance	52-10	\$ -	\$ -	\$ -	\$ -		\$ 350	0%
Automobile liability	52-20	\$ -	\$ -	\$ -	\$ -			
General liability	52-30	\$ -	\$ -	\$ -	\$ -			
Cellular phone service	53-20	\$ -	\$ -	\$ -	\$ -			
Other communications	53-60	\$ -	\$ -	\$ -	\$ -			
ILS Development	53-61	\$ -	\$ -	\$ -	\$ -			
Minitex/OCLC	53-62	\$ -	\$ -	\$ -	\$ -			
Marketing	54-11	\$ -	\$ -	\$ -	\$ -			
In state travel	56-60	\$ -	\$ -	\$ -	\$ -			
Out of state travel	57-60	\$ -	\$ -	\$ -	\$ -			
Due & membership in state	59-10	\$ -	\$ -	\$ -	\$ -			
Dues/membership out state	59-11	\$ -	\$ -	\$ -	\$ -			
Seminar & conf in state	59-20	\$ -	\$ -	\$ -	\$ -			
Seminar & conf out state	59-21	\$ -	\$ -	\$ -	\$ -			
Office supplies	61-10	\$ 232	\$ 826	\$ 31	\$ 1,089		\$ 3,000	36%
Medical supplies	61-20	\$ -	\$ -	\$ -	\$ -			
General supplies	61-40	\$ 5	\$ 50	\$ 70	\$ 125		\$ 3,500	4%
Program materials	61-43	\$ -	\$ -	\$ -	\$ -			
Materials Processing	61-44	\$ -	\$ -	\$ -	\$ -			
Postage	61-50	\$ -	\$ -	\$ -	\$ -			
Books & periodicals	61-70	\$ 5,107	\$ 725	\$ 4,468	\$ 10,300		\$ 58,200	18%
Gasoline	62-10	\$ -	\$ -	\$ -	\$ -			
Natural gas	62-50	\$ 646	\$ (646)	\$ 1,081	\$ 1,081		\$ 3,800	28%
Electricity	62-51	\$ 615	\$ (615)	\$ 1,155	\$ 1,155		\$ 9,578	12%
Miscellaneous	68-10	\$ -	\$ -	\$ -	\$ -			
Safety compliance	68-50	\$ -	\$ -	\$ -	\$ -			
Bad Debt				\$ -	\$ -			
Capital Outlay - Equipment				\$ -	\$ -			
Capital Outlay - Computer Software				\$ -	\$ -			
Capital Outlay - Vehicles	74-20			\$ -	\$ -			
		\$ 33,469	\$ 25,434	\$ 32,171	\$ 91,074	\$ 55,441	\$ 272,713	53.73%

Revenue 2023		
	<b>Fees &amp; Copies 101-0000- 351.25-01</b>	<b>Misc. Revenue 101-0000- 361.61-08</b>
January	\$ 1,701.56	\$ 857.02
February	\$ 1,981.54	\$ 332.09
March	\$ 1,734.45	\$ 213.80
April		
May		
June		
July		
August		
September		
October		
November		
December		
	\$ 5,417.55	\$ 1,402.91

**Total \$ 6,820.46**